

**U.S. DEPARTMENT OF COMMERCE  
CHARTER OF THE  
NATIONAL CLIMATE ASSESSMENT DEVELOPMENT  
AND ADVISORY COMMITTEE**

1. **Committee's Official Designation.** National Climate Assessment Development and Advisory Committee.
2. **Authority.** The Secretary of Commerce, pursuant to duties imposed by law upon the U.S. Department of Commerce including under the Global Change Research Act of 1990, 15 U.S.C. §§ 2921 *et seq.*, and the Federal Advisory Committee Act (FACA), as amended, 5 U.S.C. App., and with the concurrence of the General Services Administration, hereby establishes the National Climate Assessment Development and Advisory Committee (the committee).
3. **Objectives and Scope of Activities.** The committee's mission is to synthesize and summarize the science and information pertaining to current and future impacts of climate change upon the United States; and to provide advice and recommendations toward the development of an ongoing, sustainable national assessment of global change impacts and adaptation and mitigation strategies for the Nation. Within the scope of its mission, the committee's specific objective is to produce a National Climate Assessment that:
  - a. Integrates, evaluates, and interprets the findings of the U.S. Global Change Research Program (USGCRP) and discusses the scientific uncertainties with such findings;
  - b. Analyzes the effects of current and projected climate change upon ecosystems and biological diversity, agriculture, energy production and use, land and water resources, transportation, human health and welfare, and social systems, including in a regional context;
  - c. Analyzes current trends in global change, both human-induced and natural, and projects major trends for the subsequent 25 to 100 years;
  - d. Provides guidance on establishing a continuing, inclusive National process that synthesizes relevant science and information about changes in the Earth system as they affect the Nation's climate and about how such changes relate to and interact with changes in social, economic, ecological, and technological systems; and
  - e. Support climate-related decisions by providing an information base in multiple formats, including web-based and hard copy formats.
4. **Description of Duties.** The committee shall function solely as an advisory body and shall comply with all applicable law, including FACA, the FACA implementing regulations, and applicable Department of Commerce guidance. Further, the committee shall comply with the National Oceanic and Atmospheric Administration's (NOAA's) Information Quality Act Guidelines in the development of the National Climate Assessment.
5. **Agency or Official to Whom the Committee Reports.** The committee shall report to the USGCRP through the Under Secretary or her or his designee on the committee's activities and recommendations regarding the contents and process of the National Climate Assessment.

6. **Support.** NOAA's National Climatic Data Center shall provide funding and administrative support for the committee.
7. **Estimated Annual Operating Costs and Staff Years.**
  - a. The annual cost of operating the committee is estimated to be \$1,000,000, which includes 2.5 person years in staff support.
  - b. Members shall not be compensated for their services but may be reimbursed for their committee-related travel and per diem expenses upon request, in accordance with applicable law, and subject to the availability of funds.
  - c. The Under Secretary, at her or his discretion and subject to the availability of funds, may provide the committee with technical and logistical support obtained by NOAA through contract or other means.
8. **Designated Federal Officer.** The Under Secretary shall designate a federal employee to serve as the committee's Designated Federal Officer (DFO). The DFO shall coordinate staffing support for the committee through her or his office and through NOAA's National Climatic Data Center. The DFO shall approve and call all committee meetings, prepare and approve all meeting agendas, attend all committee meetings, adjourn any committee meeting when the DFO determines adjournment to be in the public interest, and, when directed to do so by the Under Secretary, chair committee meetings.
9. **Estimated Number and Frequency of Meetings.** The committee shall meet at least once each year with additional meetings likely and to be called as deemed necessary or desirable by the Under Secretary, DFO, Chair, or Co-chairs.
10. **Membership and Designation.**
  - a. To assure a balanced representation of views among preeminent scientists, educators, and other experts reflecting the full scope of issues addressed in the National Climate Assessment, the committee shall have approximately 36 members. Members shall include non-federal experts who serve as special government employees (SGEs) and federal officials who represent their agencies and serve as ex officio members. SGEs will be subject to the ethical standards applicable to SGEs; federal officials serving on the committee will be subject to ethical standards applicable to federal employees. Ex officio members shall participate in all activities of the committee including votes taken therein.
  - b. The Under Secretary shall select and appoint members. Members will be selected for appointment on a clear and standardized basis in accordance with applicable Department of Commerce guidance. Ex officio members shall include at least one representative from each of the USGCRP participating departments and agencies, subject to such departments or agencies' desire to participate through representative membership in the committee.

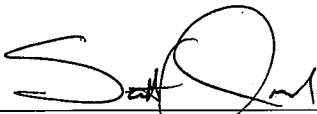
- c. Each member shall be appointed for an initial term of three years and shall serve at the discretion of the Under Secretary. Members may be reappointed for successive terms.
- d. The chair or co-chairs shall be selected by the Under Secretary and shall serve at her or his discretion. Members who are SGEs shall comply with the ethical standards applicable to SGEs. Ex officio members shall comply with the ethical standards applicable to federal employees.

**11. Subcommittees.**

- a. The Under Secretary has the authority to create subcommittees. The membership of such subcommittees shall be drawn from among the members and, if needed based on the subject matter expertise required, also may be drawn from scientists, educators, or other experts who are not members. The chair of each subcommittee shall be designated by the Under Secretary.
- b. The Under Secretary shall select and appoint members of such subcommittees to serve at her or his discretion.

**12. Record-keeping.** The Under Secretary or her or his delegee shall be responsible for filings and other applicable requirements under FACA. The records of the committee, formally and informally established subcommittees, or other subgroups of the committee shall be handled in accordance with General Records Schedule 26, Item 2 or other approved agency records disposition schedule. These records shall be available for public inspection and disclosure subject to the Freedom of Information Act, 5 U.S.C. § 552, and other applicable laws.

**13. Duration/Termination.** This charter will terminate two years from the date of its filing with the appropriate U.S. Senate and House of Representatives oversight committees unless earlier terminated or renewed by proper authority.



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Chief Financial Officer and  
Assistant Secretary for Administration

JAN 12 2011

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Filing Date